



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

Issuance #30

GEORGE E. BERGER, P.E.  
Assistant Commissioner  
Building Construction

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TECHNICAL  
POLICY AND PROCEDURE NOTICE # 6/87

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TO: BOROUGH SUPERINTENDENTS

FROM: George E. Berger, P.E.  
Assistant Commissioner

DATE: July 28, 1987

SUBJECT: BUILDING NOTICE AND ALTERATION APPLICATIONS

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This notice supersedes Directive 19 of 1971 and the November 24, 1972 Memorandum issued as a supplement to that Directive.

Any application which requires a new or amended Certificate of Occupancy as determined by Section 27-213 through Section 27-224 (C26-212.0) of the Building Code, shall be filed as an Alteration Application.

Any application which does not require a new or amended Certificate of Occupancy may be filed as a Building Notice.

As a reminder Section 27-215 (C26-121.3) requires a new Certificate of Occupancy for the following alteration:

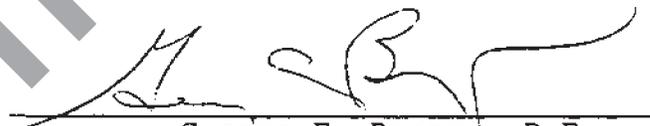
1. A change from one Occupancy Group (Section 27-237 (C26-301.1)) to another,

- 2
2. Where the existing means of egress is being affected by design, location, size, number or occupant load,
  3. Increase of habitable rooms,
  4. A building with no existing Certificate of Occupancy.

However, as per Section 27-217 (C26-121.5) a new Certificate of Occupancy shall not be required for just the change of a zoning use if that use remains within the same Use Group as listed in the Zoning Resolution.

All existing Department Directives and Memorandums requiring new Certificate of Occupancy remain in effect.

The Borough Superintendent may require a new Certificate of Occupancy when there is any change from an existing Certificate of Occupancy.



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George E. Berger, P.E.  
Assistant Commissioner

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